

**California State Military Reserve
Officer Candidate School**

Curriculum and Program of Instruction



CSMR

**Headquarters
California State Military Reserve
Sacramento, CA
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Officer Candidate School Curriculum and Program of Instruction

Summary. This pamphlet provides a summary of the Program of Instruction (POI) for the California State Military Reserve Officer Candidate School.

Proponent and exception authority. The proponent of this pamphlet is the Commanding General, California State Military Reserve. The CG, CA SMR has the authority to approve exceptions to this training circular that are consistent with controlling laws and regulations. The CG, CA SMR may delegate this authority, in writing, to a division chief within the proponent agency in the grade of Colonel or the civilian equivalent.

Intent. The intent of this training circular is to ensure that California State Military Reserve OCS TAC Officers/NCOs and cadre statewide share a common understanding of the elements of the OCS program and how they are distributed among the six phases and home station training.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, CA SMR, 9800 Goethe Road, Sacramento, CA 95871

Distribution. This publication is available in electronic media only and is intended for all CA SMR OCS cadre.

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Chapter 1

THE MASTER COURSE GUIDE

1-1 General. The Master Course Guide (Figure 1-1) is a listing of all courses taught throughout the California State Military Reserve Officer Candidate School. It is extracted from the OCS curriculum currently taught to all ARNG officer candidates. Because of the unique mission of the CA SMR, all combat and tactical courses have been deleted except where applicable to the SMR. Course Guides for Phases I-VI (Figure 1-2 through 1-7) describe courses and lessons taught during each phase.

1-2 Curriculum. The curriculum consist of 37 courses totaling 152 hours of instruction taught in five resident phases over a period of 11 months. The sixth resident phase is Graduation. During the five months of home station training, the officer candidates drill over an additional 30 hours with assigned Mentors who have specific subjects which must be mastered.

1-3 Resident Phases I-VI. The resident phases are comprised of five teaching phases (Phases I-V) and graduation (Phase VI). Resident phases are scheduled for B.T. Collins (Sacramento, CA), Camp Parks (Dublin, CA), Los Alamitos Reserve Forces Training Base (Los Alamitos, CA) and SMR Headquarters (Sacramento, CA). All resident IDT weekends are scheduled as MUTA-7 drills with the following report times and hours:

Thursday:	Report in by 1800; classes 1900-2200	3
Friday:	Classes 0800-1200, 1300-1700, 1900-2200	11
Saturday:	Classes 0800-1200, 1300-1700, 1900-2200	11
Sunday:	Classes 0800-1200, 1300-1400	<u>5</u>
		30

Resident phases I-IV are scheduled for 29-31 hours each.

Phase V is scheduled concurrent with the SMR Annual Training period of 27 Oct – 4 Nov 2007 and includes 26 hours. Phase VI (Graduation) is scheduled for the 1 Dec 2007 drill.

Monday,	Classes 0800-1200, 1300-1700	8
Tuesday	Classes 0800-1200, 1300-1700, 1900-2000	9
Wednesday	Classes 0800-1200, 1300-1700, 1900-2000	<u>9</u>
		26

1-4 Home Station Training. The purpose of home station training is to bring officer candidates to a skill level that will allow maximization of training time during the resident phases. This is accomplished through the Mentor Program. See 1-6 below.

1-5 Writing Assignments. All officer candidates have a series of writing assignments coupled to suspense dates which must be met for satisfactory completion. These assignments include both books and movies that have been selected to illustrate various aspects of leadership and command. The candidate is then required to answer questions and submit them for grading (See Chapter 5). In addition to scheduled assignments, candidates can incur additional writing assignments as the result of various infractions. See the CA SMR TAC Officer/NCO Guide.

1-6 Mentor Guidance. Each officer candidate will have a Mentor assigned to him/her to assist in mastering the basics required of Officer Candidate School. Since some students will have extensive prior service experience and some will have none, Mentors will have to evaluate the needs of their students and work with them accordingly. See Chapter 3.

1-7 Publications. All guidance for students and cadre of the CA SMR Officer Candidate School is found in two publications: the CA SMR Officer Candidate Guide (SMR Pam 25-10) and the CA SMR TAC Officer/NCO Guide (CA SMR Pam 25-20). These publications describe policy and procedures for the command, control and operation of the school on an ongoing basis.

1-8 Master Course Guide and Phase Course Guides I through VI.

Figure 1-1 OCS Master Course Guide 2007

OCS Course Guide 2007				Mar-07 B.T. Collins	Jun-07 Cp Parks	Sep-07 Los Al.	Oct-07 Los Al.	Nov-07 Cp. Parks	Dec-07 SMR HQ
(Course Number Sort)	Course	Total Fed	Total SMR	Phase I	Phase II	Phase III	Phase IV	Phase V	Phase VI
Name of Course	Number	Hours	Hours	MUTA-7	MUTA-7	MUTA-7	MUTA-7	MUTA-7	MUTA-4
Roles and Organization of the Army	201	1	1					1	
Coordinate Activities with the Staff (Staff Functions)	401	4	4			4			
Troop Leading Procedures	402	1	2		1			1	
Military Decision Making Process and Staff Organization	401B	0	2				2		
Five-Paragraph Field Order	403	5	5.5	5.5					
Report Casualties	604	1.5	1			1			
Employ Military Justice	606	3	3					3	
Customs and Courtesies of the Army and the SMR	701	1	3			3			
Leadership Training	702	4	4			1	1	2	
Leadership and Ethics	703	4	4	1		2	1		
Ethical Decision Making	704	6.5	6			3	2	1	
Effective Communications	705	1	1			1			
Counsel Subordinates - OER and NCOER	706	5	5			1	2	2	
Equal Opportunity and Sexual Harassment	707	5	5				3	2	
Train Subordinates in Individual Tasks	801	4	4			2	2		
Risk Assessment	802	1.5	2				2		
Train Teams	803	4	4			2	1	1	
Employ Basic Measures to Reduce Vulnerabilities	907	5	5				3	2	
Physical Security	908	4	4	2				2	
Map Reading	1001	8	8		8				
Land Navigation / FLX-I	1002/1306	8	8		8				
Military Organization of the SMR	1205	1	1	1					
Honor Code	1206	2	1	1					
Drill and Ceremonies	1303	5.5	5	1	1	1	1	1	
Conduct Inspections	1304	2	2	1			1		
Duties and Responsibilities of Officers, WO and NCO's	1305	2	2	1		1			
Peer Performance Evaluations	1307	1	1	1					
Write in the Military Style	1312	4	4				2	2	
Conduct Military Briefings	1313	3	3.5	3.5					
Prepare a Military Briefing	1313B	0	4	4					
Inprocessing and Orientation	1401	6	2	2					
TAC Counseling	1404B	0	5	1	1	1	1	1	
Leadership Development	1404	20	20	4	3	5	4	4	
Graduation and Reception	1406	4	4						4
Administration - Travel Voucher	1407	3	3	1	0.5	0.5	0.5		0.5
Administration - Outprocess	1407	1	2		0.5	0.5	0.5		0.5
LRC-									
Leaders Reaction Course / FLX-2	104/106	8	5		5				
Commander's Time		0	6	1	1	1	1	1	1
Total Hours		139	152	31	29	30	30	26	6

Figure 1-2 OCS Phase I Course Guide

OCS Course Guide 2007						
Phase I						
Name of Course	Course Number	Phase I MUTA-7	Thurs 8-Mar-07	Fri 9-Mar-07	Sat 10-Mar-07	Sun 11-Mar-07
Five Paragraph Field Order	403	5.5		1.5	4	
Leadership and Ethics	703	1		1		
Physical Security	908	2			2	
Military Organization of the SMR	1205	1		1		
Honor Code	1206	1		1		
Drill and Ceremonies	1303	1				1
Conduct Inspections	1304	1				1
Duties and Responsibilities of Officers, WO and NCO's	1305	1		1		
Peer Performance Evaluation	1307	1		1		
Conduct Military Briefings	1313	3.5		1.5		2
Prepare a Military Briefing	1313B	4			4	
Inprocessing and Orientation	1401	2	2			
TAC Counseling	1404B	1	1			
Leadership Development (Tour of JOC)	1404	4		2	2	
Administration - Travel Voucher	1407	1	1			
Administration - Outprocess	1407					
Commander's Time: (Commo Capabilities of the IC4U)		1		1		
Total Hours		31	4	11	12	4

Location: B.T. Collins, Sacramento, CA

MUTA Training: MUTA 7

Thur: Report in by 1800; classes 1900-2200 (3)

Fri: Classes 0800-1200, 1300-1700, 1900-2200 (11)

Sat: Classes 0800-1200, 1300-1700, 1900-2200 (11)

Sun: Classes 0800-1200, 1300-1400 (5)

Classes shown in blue are integrated with WOCC Phase III: Total 18 Hours

Figure 1-3 OCS Phase II Course Guide

OCS Course Guide 2007						
Phase II	Course Number	Phase II MUTA-7	Thurs	Fri	Sat	Sun
Name of Course						
Troop Leading Procedures	402	1		1		
Map Reading	1001	8	3	3	2	
Land Navigation / FLX-1	1002/1306	8			8	
Drill and Ceremonies	1303	1				1
TAC Counseling	1404B	1				1
Leadership Development	1404	3				3
Administration - Travel Voucher	1407	0.5	0.5			
Administration - Outprocess	1407	0.5	0.5			
Leaders Reaction Course / FLX-2	LRC-104/106	5		5		
Commander's Time		1		1		
Total Hours		29	4	10	10	5

Location: Camp Parks, Dublin, CA

MUTA Training: MUTA 7

Thur: Report in by 1800; classes 1900-2200
(3)

Fri: Classes 0800-1200, 1300-1700, 1900-2200 (11)

Sat: Classes 0800-1200, 1300-1700, 1900-2200 (11)

Sun: Classes 0800-1200, 1300-1400 (5)

Figure 1-4 OCS Phase III Course Guide

Phase III	Course Number	Phase III MUTA-7	Thurs	Fri	Sat	Sun
Name of Course						
Coordinate Activities with the Staff (Staff Functions)	401	4		4		
Report Casualties	604	1		1		
Customs and Courtesies of the Army and the SMR	701	3	1		2	
Leadership Training	702	1		1		
Leadership and Ethics	703	2		2		
Ethical Decision Making	704	3			3	
Effective Communications	705	1		1		
Counsel Subordinates - OER and NCOER	706	1			1	
Train Subordinates in Individual Tasks	801	2		2		
Train Teams	803	2			2	
Drill and Ceremonies	1303	1	1			
Duties and Responsibilities of Officers, WO and NCO's	1305	1			1	
TAC Counseling	1404B	1	1			
Leadership Development	1404	5			1	4
Administration - Travel Voucher	1407	0.5	0.5			
Administration - Outprocessing	1407	0.5	0.5			
Commander's Time		1			1	
Total Hours		30	4	11	11	4

Location: Los Alamitos, CA

MUTA Training: MUTA 7

Thur: Report in by 1800; classes 1900-2200 (3)

Fri: Classes 0800-1200, 1300-1700, 1900-2200 (11)

Sat: Classes 0800-1200, 1300-1700, 1900-2200 (11)

Sun: Classes 0800-1200, 1300-1400 (5)

Figure 1-5 OCS Phase IV Course Guide

OCS Course Guide 2007						
Phase IV	Course Number	Phase IV MUTA-7	Thurs	Fri	Sat	Sun
Name of Course						
Military Decision Making Process and Staff Organization	401B	2		2		
Leadership Training	702	1	1			
Leadership and Ethics	703	1			1	
Ethical Decision Making	704	2			2	
Counsel Subordinates - OER and NCOER	706	2			2	
Equal Opportunity and Sexual Harassment	707	3			3	
Train Subordinates in Individual Tasks	801	2			2	
Risk Assessment	802	2		2		
Train Teams	803	1		1		
Employ Basic Measures to Reduce Vulnerabilities	907	3		3		
Drill and Ceremonies	1303	1	1			
Conduct Inspections	1304	1				1
Write in the Military Style	1312	2				2
TAC Counseling	1404B	1	1			
Leadership Development	1404	4		3	1	
Administration - Travel Voucher	1407	0.5	0.5			
Administration - Outprocessing	1407	0.5	0.5			
Commander's Time		1				1
Total Hours		30	4	11	11	4

Location: Los Alamitos, CA**MUTA Training: MUTA 7**

Thur: Report in by 1800; classes 1900-2200 (3)

Fri: Classes 0800-1200, 1300-1700, 1900-2200 (11)

Sat: Classes 0800-1200, 1300-1700, 1900-2200 (11)

Sun: Classes 0800-1200, 1300-1400 (5)

Figure 1-6 **OCS Phase V Course Guide**

Phase V	Course Number	Phase V MUTA-6	Mon	Tue	Wed
Name of Course					
Roles and Organization of the Army	201	1	1		
Troop Leading Procedures	402	1		1	
Employ Military Justice	606	3	3		
Leadership Training	702	2		2	
Ethical Decision Making	704	1		1	
Counsel Subordinates - OER and NCOER	706	2	2		
Equal Opportunity and Sexual Harassment	707	2	2		
Train Teams	803	1			1
Employ Basic Measures to Reduce Vulnerabilities	907	2			2
Physical Security	908	2			2
Drill and Ceremonies	1303	1			1
Write in the Military Style	1312	2			2
Leadership Development	1404	4		4	
TAC Counseling	1404B	1		1	
Commander's Time		1			1
Total Hours		26	8	9	9

Location: Camp Parks, CA

MUTA Training: MUTA 6 (SMR Annual Training)

Mon: Classes 0800-1200, 1300-1700 (8)

Tue: Classes 0800-1200, 1300-1700, 1800-1900 (9)

Wed: Classes 0800-1200, 1300-1700, 1800-1900 (9)

Figure 1-7 OCS Phase VI Course Guide

[illegible]

Location: SMR HQ, Sacramento, CA

MUTA Training: MUTA 4

Sat: 0800 - 1000 Commander's Time

1000 - 1200 Graduation

1300 - 1500 Reception

Chapter 2

COURSE DESCRIPTIONS

2-1 **General** Following is a listing of all lessons shown in the Master Course Guide and a short description of contents.

Lesson Descriptions

Lesson 104, Leader's Reaction Course (LRC). This lesson provides team-building opportunities for candidates arriving at a consolidated training site. The LRC reinforces problem analysis, decision-making skills, and troop-leading procedures, and tests the ability of the candidate to demonstrate positive leadership and followership skills, knowledge, and attitudes.

Lesson 106, Field Leadership Exercise II (FLX-II). This training event is conducted in conjunction with the LRC. This event provides the candidates an opportunity to organize themselves in a tactical assembly area scenario. The cadre assess and evaluate the candidates' demonstrated leadership and followership while executing mission-oriented tasks

Lessons 201, Identify the Roles and Organizations of the US Army. This lesson examines the constitutional and legal basis for the U.S. Army. It also explores the concept of war; strategic roles and major commands of the Army (AC/RC), and how the shared resources of both are integrated.

Lesson 401, Coordinate Activities with Staffs. This lesson is an overview of the tactical staff functions and responsibilities at battalion through division levels.

Lesson 401B, Military Decision Making Process and Staff Organization. This is an overview of the formal Military Decision Making Process (MDMP) and how the various staff sections contribute to the final result.

Lesson 402, Troop-Leading Procedures. This lesson teaches the candidates the eight troop-leading procedures.

Lesson 403, Issue an Oral OPORD. This lesson explores the different types, purposes, and preparations of combat orders; mission analysis; plan formulation; decision making; problem solving; risk assessment; and how to issue and brief an OPORD. Candidates develop and brief a simple OPORD during this lesson.

Lesson 604, Report Casualties. This lesson provides an overview of the casualty processing system

Lesson 606, Employ Military Justice. This lesson provides an overview of nonjudicial and judicial punishment; rights under UCMJ; restriction; apprehension and arrest; search and seizure; command influence; legal implications of homosexual policy; legal implications of membership and participation in extremist organizations; and hazing prohibitions.

Lesson 701, Apply Customs, Courtesies and Traditions of the Service. This lesson requires the candidate to perform some independent study. The candidate is familiarized with how to apply customs, courtesies, and traditions to include: when to salute; addressing seniors, subordinates, and civilians by titles; positions of honor; rendering honors; and ceremonies.

Lesson 702, Leadership Doctrine. It provides an overview of the Army's leadership doctrine and how the military service qualifies as a profession to include characteristics and components of a profession, and obligations of officership.

Lesson 703, Leadership Ethics. It examines values, ethics, and standards of conduct. It provides an overview of ethical conduct and the principles of a just war. It examines the link between professional ethics and the military arms as a profession.

Lesson 704, Ethical Decision Making. It provides an overview of the evolution of the Army ethic and the implications for service as a leader. It examines the identification of an ethical dilemma, evaluation of a situation, and use of an ethical decision-making process.

Lesson 705, Communicate Effectively in a Given Situation. This lesson examines how to communicate effectively in a given situation. It explores barriers to communication and methods to overcome these barriers.

Lesson 706, Counsel a Subordinate. This lesson focuses on the application of the counseling process. It also covers performance, problem, and professional growth counseling. Further focus is provided on the characteristics of effective counseling and leader responsibilities for counseling and soldier development.

Lesson 707, Enforce Compliance with the Army's Equal Opportunity and Sexual Harassment Policies. This lesson examines policies, leader responsibilities, and the complaint procedures involved in enforcing compliance with the Army's equal opportunity and sexual harassment program.

Lesson 801, Train Subordinates to Perform an Individual Task. This lesson is specifically designed to teach the Army's training doctrine, including FM 25-100 and FM 25-101. The candidate is taught individual responsibility for proficiency in individual, technical, tactical, and common tasks. The lesson covers the importance of planning, executing, and accessing individual training tasks (SL1) identified in branch soldier's manuals and trainer's guides that are not trained in OSUT.

Lesson 802, Conduct a Risk Assessment. This lesson teaches the candidate risk management procedures, troubleshooting work place hazards, and conditions and situations that lend themselves to accidents. Additional measures are taught to protect self and others from battle and nonbattle injuries. Lastly, the "three tiered" approach to safety is covered.

Lesson 803, Train a Team. This lesson provides an overview of planning, executing, and assessing leader and team training. It also covers methods of instruction, after-action reviews, and training presentations.

Lesson 907, Implement Basic Measures to Reduce Your Vulnerabilities to Terrorist Acts/Attacks. This lesson provides an overview of how to defend yourself and your unit against terrorism. Candidates must acquire this knowledge through independent study. Validate the candidates' understanding during Leadership Development Time.

Lesson 908, Employ Physical Security Measures. This lesson explores the leader's responsibilities for employing physical security measures: weapons, lock and key security, guarding, and controlling access to restricted areas.

Lesson 1001, Map Reading. Instruction begins with classroom presentations in basic map reading skills and applied map reading techniques.

Lesson 1002, Land Navigation FTX. This lesson will be presented in a field training environment. The field portion is conducted concurrently with FLX-I. Conduct the practical exercises using a valid land navigation course that supports 500 meters between points with a major change in direction at each point. The practical portion requires the candidate to successfully locate a minimum of five points out of a minimum of seven points.

Lesson 1205, Military Organization of the SMR.

Lesson 1206, Honor Code. A review and discussion of the Honor Code, i.e. an officer candidate will not lie, cheat or steal and will not tolerate those who do.

Lesson 1301, CA SMR Physical Ability Training Test. This event is a pre-enrollment requirement and a graduation requirement.

Lessons 1303/1304, Drill and Ceremonies/Inspections. Candidates must be able to demonstrate task mastery through skill application at the squad and platoon level. These lessons involve candidate led practical exercises.

Lesson 1305, Identify Duties, Responsibilities, and Authority of Officers, Warrant Officers, NCOs and Civilians. This lesson examines the duties, responsibilities, and authority of officers, warrant officers, NCOs, and civilians. It provides an overview of the relationships between each.

Lesson 1306, FLX-I. This is a field leadership exercise conducted during Phase II concurrently with the field portion of the Land Navigation module. This event emphasizes candidate-led instruction.

Lesson 1307, Peer Performance Evaluations. Candidates acquire the knowledge necessary to assess their peers in demonstrated leadership and followership. This lesson will be taught early in Phase I before the scheduling the first peer performance evaluations.

Lesson 1312, Write in the Army Style. This lesson covers the five-step writing process; writing style: clear and concise, active voice and first person; correspondence evaluation and editing preparation of after action reports. The candidate learns how to write in the Army style.

Lesson 1313, Conduct a Military Briefing. This lesson covers the elements and types of two military briefings: information and decision. It also addresses the staff and mission process used to develop and brief presentations.

Lesson 1313B, Prepare a Military Briefing. Conducted in conjunction with the Warrant Officer Candidate Class, this lesson teaches the basics of preparing military briefings.

Lesson 1401, Inprocessing. Candidate in-processing occurs during each resident phase of training. (Non-testable)

Lesson 1404, Leadership Development. Schedule non-academic requirements during this time (i.e. officer candidate professional development, opportunity training, class meetings, candidate chain-of-command planning, etc.).

Lesson 1404B, TAC Counseling. This represents time scheduled for individual counseling by TAC officers focusing on leadership strengths and shortfalls of individual candidates.

Lesson 1406, Graduation. This event may take longer than the time allocated depending upon the protocol followed and the number of graduates. This event may be scheduled during a MUTA-4 (IDT) following the completion of Phase V. (Non-testable.)

Lesson 1407, Out-processing. Out-processing occurs at least five times during the program, including all five phases and after Graduation. (Non-testable)

Lesson 1407, Travel Voucher. Completion of the Travel Voucher occurs at the end of each MUTA for the benefit of the service member. (Non-testable.)

CHAPTER 3

THE MENTOR PROGRAM

3-1. General

The Mentor Program of the California State Military Reserve Officer Candidate School was initiated in order to propagate deliberate, conscious, positive relationships between commissioned officers of the SMR and those who want to become commissioned officers. Mentors are individuals who have been through a difficult commissioning program of one type or another and who are not in the officer candidate's hierarchical or supervisory chain of command. Because the relationship between the Mentor and the officer candidate is typically focused on interpersonal support, guidance, mutual exchange, sharing of wisdom, coaching, and role modeling, it is expected to benefit the individual, the Mentor and the organization as well.

3-2. Schedule

The SMR Officer Candidate School Program of Instruction (POI) for 2007 calls for an 11-month program consisting of six resident phases and six home station training periods. Resident phases are scheduled for the months of March, June, September, October and November. Graduation and commissioning is scheduled for Saturday, 1 December 2007.

Each home station training or mentoring period is scheduled for a minimum of five hours. Mentoring activities are required during these home-station training periods, scheduled for the months of January, February, April, May, July and August. Candidates are expected and encouraged to maintain contact with Mentors by email, telephone or direct contact to any extent they wish outside of the required periods.

3-3. Mission

The mission of the Mentor Program, and of each individual Mentor, is to provide the best qualified individuals as newly-commissioned Second Lieutenants of the California State Military Reserve. Mentors will always keep in mind the motto of the U.S. Military Academy: Duty, Honor, Country, because every commissioning program is modeled to some extent after that of the U.S.M.A. and every officer is expected to adhere to the principles exemplified by the motto.

The Mentor has, in fact, two missions: the first is, of course, to assist the officer candidate in his or her military education and preparation for the resident phases, including academic assignments, drill and ceremonies, the wearing of the uniform, military courtesy, military bearing and the roles, duties and obligations of officers.

The second is to report honestly the attitude and progress of the candidate(s) to the Commandant of the Officer Candidate School. Remember that, upon commissioning, this individual or individuals will wear the same rank and have the same duties, obligations and responsibilities that you have. If doubt arises about the abilities, morals, integrity or objectives of any officer candidate, the Mentor does a disservice to himself, his state and his country by not raising those doubts to the Commandant. The observations of Mentors will rarely be used by themselves as a reason to relieve an officer candidate, but adverse observations will cause the candidate to be more closely scrutinized and behavior more closely monitored during resident phases.

3-4. Mentor Activities

Mentors will have a minimum of five hours during each home station drill to work with their officer candidates. The ideal ratio is 1:1, but adjustments may have to be made and each Mentor might have more than one officer candidate to work with. If more than one candidate is assigned to a Mentor, the Mentor should make the effort to schedule training time with all candidates as well as personal time to work with each individually.

Mentors will concentrate on these primary areas:

- a. Drill and Ceremonies
- b. Wearing of the Uniform
- c. Military Courtesy, History and Customs

- d. Army Organization and Military Terminology
- e. Academic Subjects
- f. Roles, Duties and Obligations of Being an Officer

3-5. **Scheduling**

Following are suggested blocks of time for Mentors' planning purposes:

Drill and Ceremonies:	10
Wearing of the Uniform	5
Military Courtesy, History and Customs	4
Army Organization and Military Terminology	4
Academic Subjects	3
Roles, Duties and Obligations of Being an Officer	<u>4</u>
	30

It is up to the Mentor to adjust hours based upon the knowledge and abilities of the candidate.

3-6. **Reporting**

Mentors should keep track of the number of hours spent on each suggested activity and report progress to the Commandant after each home station drill.

Chapter 4

FEMA COURSE REQUIREMENTS

4-1 General. Based upon the mission of the CA SMR, it is vitally important that all SMR members and officers in particular have some knowledge of emergency management. Accordingly, all OCS students shall complete the following FEMA correspondence courses prior to graduation in December 2007:

a. **IS-1 Emergency Manager: An Orientation to the Position.** This independent study course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated emergency Management System (IEMS). Included is an in-depth look at the four phases of comprehensive emergency management; mitigation, preparedness, response, and recovery. The text is accompanied by illustrations, diagrams, and figures. In most units, there are worksheets, exercises, and tasks to complete.

b. **IS-22 Are You Ready? An In-depth Guide to Citizen Preparedness.** The "Are You Ready? An In-Depth Guide to Citizen Preparedness" has been designed to help the citizens of this nation learn how to protect themselves and their families against all types of hazards. It can be used as a reference source or as a step-by-step manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supplies kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive.

c. **ICS-100 Introduction to the Incident Command System.** Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

d. **IS-240 Leadership & Influence.** Being able to lead others - to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system - is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your leadership and influence skills. It addresses:

Leadership from within.

How to facilitate change.

How to build and rebuild trust.

Using personal influence and political savvy.

Fostering an environment for leadership development.

e. Each student will be required to present a copy of their completion certificate for each of the above courses. If a student has already taken the prescribed course then he/she needs to present their completion certificate. They will not be required to take the course again.

f. Copies of the completion certificates will be forwarded to the student's mentor and MAJ Andersen.